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(b)(6)

~~SECRET~~
(When Filled In)

(b)(3)
(b)(6)

# FITNESS REPORT

## SECTION A — GENERAL

| 1. NAME (Last) (First) (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. GRADE |
|---|---|---|---|
| Sudmeier, Elizabeth | 12 May 1912 | Female | GS-12 |

| 5. SERVICE DESIGNATION | 6. OFFICIAL POSITION TITLE | 7. |
|---|---|---|
| ~~XXX~~ DP | OP (FI) | |

(b)(1)
(b)(3)

| 8. CAREER STAFF STATUS | | | | | | 9. TYPE OF REPORT | | | |
|---|---|---|---|---|---|---|---|---|---|
| | NOT ELIGIBLE | X | MEMBER | | DEFERRED | | INITIAL | X | REASSIGNMENT/SUPERVISOR |
| | PENDING | | DECLINED | | DENIED | X | ANNUAL | | REASSIGNMENT/EMPLOYEE |

| 10. DATE REPORT DUE IN O.P. | 11. REPORTING PERIOD From | To | SPECIAL (Specify) |
|---|---|---|---|
| 28 February 1959 | 12/58 | 3/59 | |

(b)(3)

## SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised)*.

| 1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding |
|---|---|---|---|---|---|---|

(b)(1)
(b)(3)

| SPECIFIC DUTY NO. 1 | RATING NO. | SPECIFIC DUTY NO. 4 | RATING NO. |
|---|---|---|---|
| coordinate station collection needs) and of CE/CI information | 6 | | 5 |
| SPECIFIC DUTY NO. 2 correlate info collected and prepare field intel reports | 6 | SPECIFIC DUTY NO. 5 supervise maintenance of personality cards and background files | 6 |
| SPECIFIC DUTY NO. 3 prepare assessments of current local developmen production and intel from other ources | 6 | SPECIFIC DUTY NO. 6 supervise Reports Section clerical staff | 5 |

(b)(3)

(b)(3)

(b)(3)

## SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 5/6

## SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

| 1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree |
|---|---|---|---|---|

| CHARACTERISTICS | NOT APPLICABLE | NOT OBSERVED | RATING 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|---|
| GETS THINGS DONE | | | | | | X | |
| RESOURCEFUL | | | | | | X | |
| ACCEPTS RESPONSIBILITIES | | | | | | | X |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | | | | X |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | | | | X |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | | | X | |
| WRITES EFFECTIVELY | | | | | | X | |
| SECURITY CONSCIOUS | | | | | | X | |
| THINKS CLEARLY | | | | | | X | |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | | | | X |
| OTHER (Specify): reacts well under pressure | | | | | | | X |

SEE SECTION "E" ON REVERSE SIDE



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**SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assignment to greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Employee is an extremely competent and reliable officer who has approached her present assignment with a high degree of thoroughness, efficiency and knowledgeability. She is well acquainted with most phases of intelligence work and with appropriate area background. In the relatively short time since her arrival in [redacted] she has managed to get fully on top of an unusually complex job. She is a competent supervisor and contributes significantly to the smooth day-to-day management of Station office activities. (b)(1) (b)(3)

Employee maintains cordial personal and professional relations with members of other government agencies in [redacted] and has contributed to the Station's overall prestige and good relations vis-a-vis the covering mission. Her willingness to assume representational and operational development responsibilities in addition to her existing office work should prove of value. (b)(1) (b)(3)

**SECTION F — CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

*I certify that I have seen Sections A, B, C, D and E of this Report.*

| DATE | SIGNATURE OF EMPLOYEE |
|---|---|
| 21 March 1959 | |

**2. BY SUPERVISOR**

| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION |
|---|---|
| 4 | |

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

| | | | |
|---|---|---|---|
| | EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS | | REPORT MADE WITHIN LAST 90 DAYS |
| | OTHER *(Specify)*: | | |

| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
|---|---|---|
| 23 March 1959 | | [redacted] (b)(3) (b)(6) |

**3. BY REVIEWING OFFICIAL**

| | |
|---|---|
| X | I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. |
| | I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. |
| | I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. |
| | I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. |

COMMENTS OF REVIEWING OFFICIAL

| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
|---|---|---|
| 30 April 1959 | Chief of Station | [redacted] (b)(3) (b)(6) |

**SECRET**

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